

North Fork Rancheria Indian Housing Authority
57907 Old Mill Site Court
North Fork, CA 93643
(559) 877-7360

Board of Commissioners Meeting Minutes
October 16, 2019
5:00 pm

Commissioners Present

Thomas Galt
Bobby Hale
Richie Cline
Christopher Aguirre
Katrina Guitierrez
Jacquie Van Huss

Commissioners Absent

Shannon Wentworth
Elaine Fink

Staff

Paul Irwin
Bernice Polkenhorn
Debora Kerns Barba

Guests

A. **CALL TO ORDER:**

Thomas Galt called the meeting to order at 5:01 pm.

B. **ROLL CALL AND QUORUM DETERMINATION:**

Roll was called and it was determined that a quorum was present.

C. **APPROVAL OF AGENDA:**

Bobby Hale motioned to approve the agenda with the addition of:

- E(7): Community Center
- H(7): Letter

Richie Cline seconded, and the motion carried 6/0/0.

D. **APPROVAL OF MINUTES 10/02/2019:**

Katrina Guitierrez motioned to approve the 10/02/19 meeting minutes, Richie Cline seconded, and the motion carried 5/0/1. Jacquie Van Huss abstained.

E. **REPORTS:**

(1) **Director:**

i. **2017 ICDBG – Sierra Mono Museum:**

The director reported that paving and striping is complete. The director anticipates submitting an extension for one additional fiscal quarter. Gravel for the west side of the building was delivered on Monday.

ii. **2018 ICDBG – Cultural and Environmental Protection Center:**

The director reported that the environmental assessment was completed and reviewed. The director has drafted the finding of no significant impact and notice of intent to request release of funds and it is scheduled to be published in the Madera Tribune this coming Saturday. Written comments will need to be submitted by November 4th, and then we will submit our request for release of funds to HUD and there will be another 15-day comment period. The director will be drafting an RFP for architectural services.

iii. **32886 Road 222:**

The director reported that he submitted permits last Friday for this property and the County is approximately one month out for review. The plans were completed in July, but we have been waiting on a Title 24 report from another consultant.

iv. **Playground:**

The director reported that our subcontractor has been working on the retaining wall and should wrap up in the next day or two. Our crew also transported over the playground equipment yesterday to prepare for the equipment installer. The contract has been issued to the installer, but we are still waiting on it and an install date, they had previously said they were 3 weeks out.

v. **NFR Projects:**

The director reported that the crew received several work orders from the Tribe for projects that have been in discussion for several years. This included gutters, repair of the back staircase, and replacement of several doors. The crew has completed gutters and doors and have dismantled the back stairs. We just received our lumber order for the stairs and will be moving forward.

vi. **Self-Monitoring:**

The director reported that self-monitoring was completed by staff and commissioners today, Bobby Hale and Chris Aguirre were in attendance, and the results will be emailed to all commissioners. Updating of policies is our primary need for the upcoming fiscal year.

vii. **Community Center:**

The director reported that the community center parking lot will be sealed and striped this coming Thursday and Friday.

(2) **Chairperson:**

(3) **Other:**

- i. Monthly Report: Staff presented the monthly IHBG report for September.
- ii. Financial Report: Staff presented IHBG financials as of 10/1/19.
- iii. Maintenance Report: Staff presented the monthly maintenance report for September.

F. NEW BUSINESS:

G. OLD BUSINESS:

(1) General Council Meeting: Housing and Community Development Needs

Assessment:

The director provided the survey results from the housing and community development needs assessment conducted at the general council meeting on 9/21/19. A total of 86 surveys were received.

H. EXECUTIVE SESSION:

Richie Cline motioned to go into executive session at 5:33 pm, Bobby Hale seconded, and the motion carried 6/0/0.

(1) [REDACTED]:

The director reported that the scope of work has been updated. Consensus of the BOC to approve the revised scope of work in the amount of \$20,978.10. The notice of intent to impose claim on security deposit has been issued, and deductions were made for normal wear and tear. The crew is working on the unit as available. The future tenant was provided notice following last meeting.

(2) [REDACTED]:

Consensus of the BOC that additional household occupant is ineligible pursuant to Section 4.02 of the Admissions and Occupancy Policy. Director to issue notice.

(3) [REDACTED]:

Consensus of the BOC on updated household composition. Director to issue notice.

(4) [REDACTED]:

The director provided an updated on the homeowner rehabilitation project.

(5) Personnel:

The director reported that we had a new foreman start on the October 7th and have a carpenter applicant completing screenings.

(6) Policies:

The BOC has scheduled a special policy meeting for Saturday, October 26th from 8:00am – 12:00pm.

(7) Letter:

The BOC reviewed an appeal letter regarding a hot tub at [REDACTED]. Consensus of the BOC to allow for it to be stored within the fenced yard, non-operational, with the top secured. Director to issue notice.

Katrina Guitierrez motioned to come out of executive session at 7:34 pm, Richie Cline seconded, and the motion carried 6/0/0.

I. NEXT MEETING:


October 28, 2019 at 5:00 pm.

J.

ADJOURNMENT:


Bobby Hale motioned to adjourn at 7:35 pm, Christopher Aguirre seconded, and the motion carried 6/0/0.

MINUTES TRANSCRIBED BY:


Bernice Polkenhorn, NFRHA Office Assistant

COMMISSIONER APPROVAL

At a meeting of the Board of Commissioners of the North Fork Rancheria Indian Housing Authority, called and convened on the 28th day of October 2019 at which a legal quorum was present, these minutes were approved as written by a vote of 6 for, 0 against, and 1 abstaining.


Commissioner

10-26-2019
Date


Commissioner

10-26-19
Date